



CONTRACT USER SELF TUTORIAL

Instructions on how to navigate
OMB/GSS Contracting Webpage

Contracting Webpage

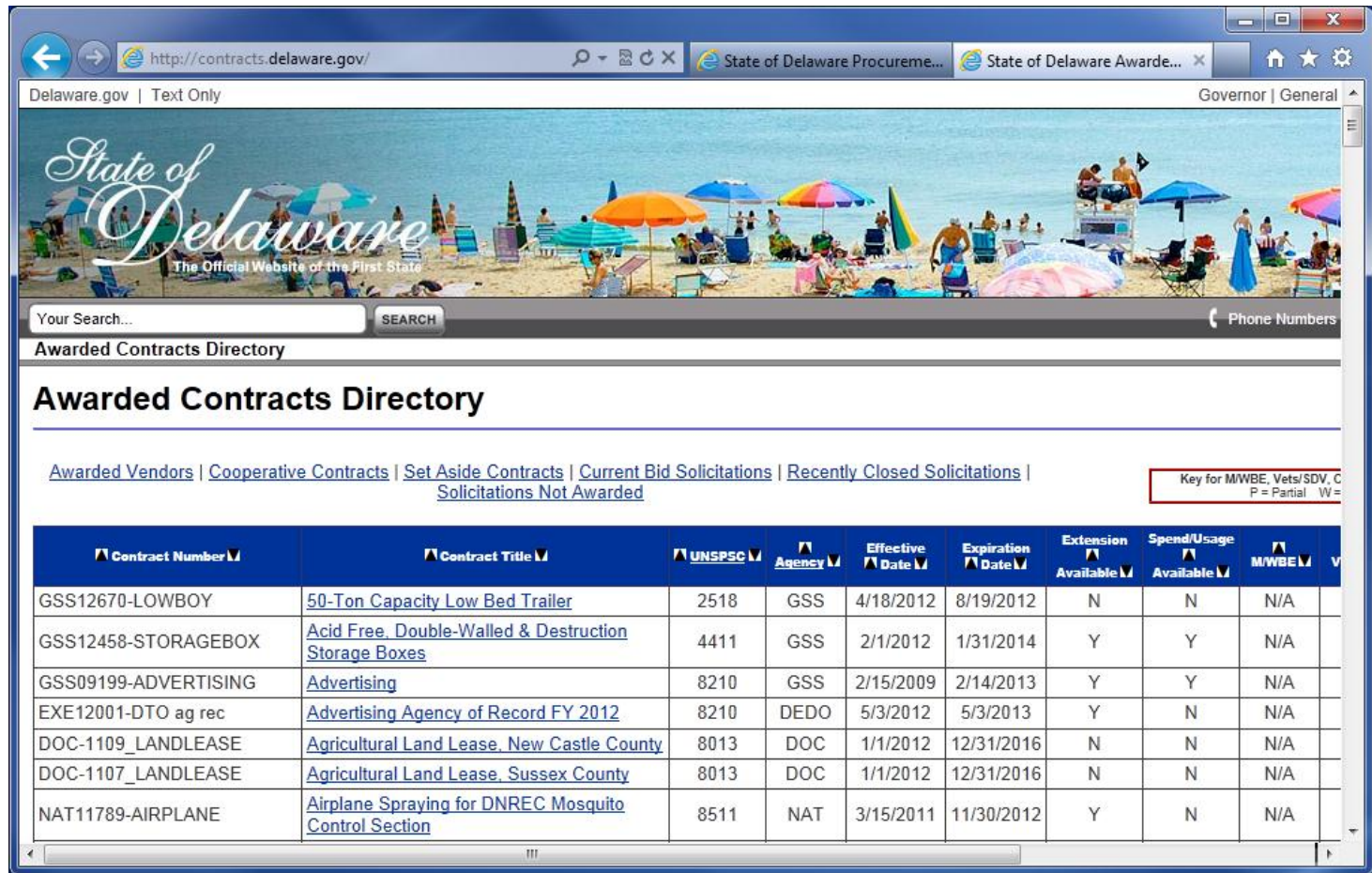
- ▶ The Contracting unit within Government Support Services manages all statewide contracts for goods and services and administers agency contracts as requested. This team is the State of Delaware's central contracting unit that acts on behalf of State agencies, local government units, authorized volunteer fire companies, and School Districts
- ▶ Go to <http://gss.omb.delaware.gov/contracting/index.shtml> - The following subtitles will be displayed:
 - Agency Bid Process Forms
 - Bid Solicitations
 - Contact Information
 - Contract List Serve
 - Contract Process Flowcharts
 - Contracts Directory
 - Contracts – Awarded Vendors
 - Contracts – Cooperatives
 - Contracts – Set Aside
 - Customer Satisfaction Survey
 - DPPA – Delaware Public Purchasing Association
 - FAQ;s (frequently asked questions/answers)
 - Forms
 - GSA Process Request
 - Procurement Unit Contacts
 - Related Links
 - Selling to the State Guide
 - Small Purchase Procedures
 - Vendor Registration

NOTE:

You can click on any of the topics listed above and each has detailed information for your use

Need a new chair????? How?

- ▶ If you are trying to find information on any particular contract – click on **Contracts Directory**



The screenshot shows the State of Delaware's official website with a banner image of a beach. Below the banner is a search bar and a navigation menu. The 'Awarded Contracts Directory' section is active, displaying a table of contracts. The table includes columns for Contract Number, Contract Title, UNSPSC, Agency, Effective Date, Expiration Date, Extension Available, Spend/Usage Available, and M/WBE. A key for M/WBE, Vets/SDV, and C is provided in the top right corner of the table area.

Contract Number	Contract Title	UNSPSC	Agency	Effective Date	Expiration Date	Extension Available	Spend/Usage Available	M/WBE	V	C
GSS12670-LOWBOY	50-Ton Capacity Low Bed Trailer	2518	GSS	4/18/2012	8/19/2012	N	N	N/A		
GSS12458-STORAGEBOX	Acid Free, Double-Walled & Destruction Storage Boxes	4411	GSS	2/1/2012	1/31/2014	Y	Y	N/A		
GSS09199-ADVERTISING	Advertising	8210	GSS	2/15/2009	2/14/2013	Y	Y	N/A		
EXE12001-DTO ag rec	Advertising Agency of Record FY 2012	8210	DEDO	5/3/2012	5/3/2013	Y	N	N/A		
DOC-1109_LANDLEASE	Agricultural Land Lease, New Castle County	8013	DOC	1/1/2012	12/31/2016	N	N	N/A		
DOC-1107_LANDLEASE	Agricultural Land Lease, Sussex County	8013	DOC	1/1/2012	12/31/2016	N	N	N/A		
NAT11789-AIRPLANE	Airplane Spraying for DNREC Mosquito Control Section	8511	NAT	3/15/2011	11/30/2012	Y	N	N/A		

Key for M/WBE, Vets/SDV, C
P = Partial W =

So many chairs – so many choices..

- ▶ Looking for a chair? – Contracts appear alphabetically by title – Scroll to **FURNITURE**, click on the link, and the following information will become available:
 - **Agency Award Documents & Vendor Bid Documents**
 - The **Award Notice** which includes:
 - Mandatory Use
 - Contract Period
 - Vendor
 - Shipping Terms
 - Pricing
 - Terms & Conditions
 - List of items available for purchase in this contract along with any discounts offered
 - (See Example – Next Slide)



Awarded Contract Details

Furniture, Contract No. GSS14479-FURNITURE

This contract has been multiple awarded. State Agencies should review all contract documents associated with the award prior to contacting any of the vendors. The award has been split into different sections and not all vendors are awarded all sections. Careful attention should be paid to the Vendor section of the award notice, product category definitions, as well as the Pricing Spreadsheet file associated with this award. State Agencies are encouraged to obtain quotes from vendors awarded the applicable section(s) to ensure they are obtaining the best value. Staples Advantage Website cannot be used to order Furniture, only Office Supplies.

Agency Award Documents

Award Notice - Addendum 2	Effective: 03/13/2014
Pricing Spreadsheet - Addendum 6	Effective: 03/13/2014
Addendum History	

Vendor Information	M/WBE	Vets/SDV	DE
Brennan's Office Interiors, Inc.			Y
Corporate Interiors, Inc. Corporate Interiors of Delaware	Y		Y
Douron, Inc.			Y
G. A. Blanco and Sons, Inc.	Y		
Glover Furniture & Design Group, LLC			
Staples Contract & Commercial, Inc.			

Contract Usage Information

Total Aggregate Spend
Total Aggregate Spend - FY 2012 and Prior
Usage Report - FY 2014
Usage Report - FY 2013
Usage Report - FY 2012
Usage Report - FY 2011
Usage Report - FY 2010
Usage Report - FY 2009

Vendor Bid Documents

- [RFP - Materiel and Nonprofessional Services](#)
- [Appendix C - Pricing](#)
- [Addendum 1 - Q&A](#)
- [Proposals Received List](#)

FURNITURE, CONTRACT NO. GSS14479*



- ▶ Agency Award Documents
- ▶ Award Notice – shows contract effective date and the term of the contract. The award notice also highlights key components of the contract and provides vendor contact information. Pricing will be included either in the Award Notice itself or an accompanying Pricing Spreadsheet.
- An **ADDENDUM** is the appendix or supplement to the original Award Notice which can include additional products, change in vendor information, possible price adjustments, etc and may be posted throughout the entire contract period
- Click on **“Addendum History”** to see **ALL** addendums for a contract
- Only the most recent addendum will appear on the Award Notice

* Note: The first two digits in the Contract number (in this case 14) identify the inception year. This part of the contract number will change when the contract is rebid.



Multiple Awards

- ▶ The furniture contract has been multi-awarded to six vendors.
 - This does not necessarily mean that any item on the contract can be purchased from any vendor.
- ▶ Be sure to review the award notice and pricing spreadsheet to determine which vendor has been contracted to provide the specific item you are looking for.

Found that chair? Place the order...

- ▶ When you find the item you wish to purchase:
 - Follow your Agency/School District guidelines for placing your order – whether through requisition process or “P” card
 - If you have any additional questions – you can always contact the “Contract Officer” listed on the Award Notice or find their name at the bottom of the first page you opened (**Awarded Contract Details**)!



How did it start....

- ▶ **Vendor Bid Documents** contain the original solicitation - either Invitation to Bid (**ITB**) or Request for Proposal (**RFP**)
- Under **Vendor Bid Documents** you can access:
 - ITB or RFP which includes:
 - Definitions & General Provisions
 - Special provisions and specifications
 - Bid Quotation reply section
 - Any addendums posted to the original solicitation



If you need assistance...



- ▶ For your Unique Agency Contracting Needs:
- ▶ Click on **Agency Bid Process Forms**:
 - On the subsequent page click on “Levels of Contracting Assistance”
- ▶ For Dispute Resolution regarding a Central Contract Vendor
 - Click on “**Contract Process Flowchart**”



Contact Information



Need to talk to a live person?

<http://mymarketplace.delaware.gov>

Click on “Contact us”

Then “Central Procurement Office”

Anyone with *State Contract Procurement* in their job title will be happy to assist you with your contract questions.